

**INDIANA DEPARTMENT OF CORRECTION**  
**Camp Summit Boot Camp**  
**2407 North 500 West**  
**La Porte, IN 46350**  
**(219) 326-1188 or (219) 874-9898**  
**Fax: (219) 326-9218**

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This letter is to inform you that the above named student arrived safely at Camp Summit Boot Camp in La Porte, IN per the classification committee findings at Logansport Juvenile Intake/Diagnostic Facility. He will remain here for an indeterminate length of time. Release will depend primarily on how well he progresses in the program and when he completes all of his growth plan goals. For progress to occur, it will be necessary for the student to accept responsibility for his behavior and make a strong commitment to change. Your interest and involvement in the program is essential as our staff assist and support him in this process.

The student will be working with a team of staff that represents various areas in the facility. This treatment team will be working with him on the development of an Individual Growth Plan (IGP) that identifies needs, goals, and action steps to meet those goals. The team will be meeting to develop this initial plan at the time and Date listed below. You are invited to attend and we encourage you to be involved in the development of his IGP. You will also have an opportunity to meet the team members who will be working with the student throughout his program. A family session is required before your son's first temporary leave (when he moves to the Transition Level/Senior Phase). The family session can take place at his initial treatment team or at any other time. In order to ensure your admittance to the facility, please contact John Harvil, Program Director at (219) 326-1188 or (219) 874-9898 by Friday prior to the meeting to advise if you will be attending the meeting.

It is the policy of the Indiana Department of Correction, Juvenile Services Division to establish and maintain an equitable treatment program. We will not allow discriminatory practices to exist in any of our dealings with students or families because of race, color, religious creed, handicap, ancestry, national origin, age or sex. If you have any questions, please contact the student's primary service provider or John Harvil, Program Director at (219) 326-1188 or (219) 874-9898.

Please review the enclosed materials and return in the enclosed envelope the last two items:

- Program Description
- Trafficking Laws
- Directions to the Facility
- Personal Property Guidelines
- Commissary, Telephone, and Mail Guidelines
- Statement of Parental Expectations (to be signed and returned to the facility)
- Application for Visiting Privileges (to be signed and returned to the facility)

We hope that the student's stay will be productive and meaningful. Your involvement and cooperation are essential and an important part of his treatment program. You are encouraged to visit regularly and maintain open communication with John Harvil, Program Director. If you have any questions about the information in this letter or enclosed documents, please feel free to contact us.

Sincerely,

Date of Treatment Team: **3rd. THURSDAY AFTER ARRIVAL**  
Time of Treatment Team: **TO BE DETERMINED**

Michael T. Scott, Superintendent  
MTS:bvp

cc: Student institutional packet  
Judge  
Counselor



Mitchell E. Daniels, Jr.  
Governor

Edwin G. Buss  
Commissioner

**CAMP SUMMIT BOOT CAMP**  
2407 North 500 West • LaPorte, IN 46350  
Phone: (219) 326-1188 • Fax: (219) 326-9218

Mike T. Scott  
Superintendent

Dear Parent/Guardian:

I am writing to encourage you to maintain contact with your son who is now living at Camp Summit Boot Camp. It is a fact that youth who have regular contact with significant persons such as parents, family members and friends are better focused and prepared upon their release.

Enclosed with this letter you will find information regarding your son's counselor, visitation procedures and times, and contact information for the facility. Please review this information carefully and feel free to contact your son's counselor if you have any questions. This facility offers a variety of times throughout the week for visitation.

While your son is at this facility he will have the opportunity to further his education, participate in treatment groups designed to help him address the problems that lead to his commitment, and prepare himself for a successful return home. The staff here will provide many opportunities for your son to make positive changes, educational advancement, and preparation for his re-entry.

I invite you to work together with your son at treatment team, to set goals and actively participate by providing support and encouragement. This can be a difficult period for him and your family. By working through this together, his chances for success can be enhanced.

If at any time you have questions regarding his progress, or the facility, please contact his intake counselor Mr. John Harvil. I look forward to seeing positive changes for him and his successful return to his home and community.

Sincerely,

Michael T. Scott, Superintendent

MTS:bvp 9-16-08



STATE OF INDIANA

Department of Correction • Indiana Government Center - South, Room E334 • 302 W. Washington Street • Indianapolis, Indiana 46204-2738  
Phone: (317) 232-5711 • Fax: (317) 232-6798 • Website: [www.in.gov/indcorrection/](http://www.in.gov/indcorrection/)

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2407 North 500 West • LaPorte, IN 46350  
Phone: (219) 326-1188 • Fax: (219) 326-9218

Mike T. Scott  
Superintendent

Date: January 20, 2009  
TO: Parents/Guardians  
FROM: Michael T. Scott, Superintendent  
RE: Parent/Guardian Orientation Package

Please find enclosed Camp Summit's orientation package, which includes the following:

- A. Letter explaining Camp Summit's program.
- B. Staffing Invitation to family letter.
- C. Indiana Trafficking Law Orientation Information Sheet
- D. Juvenile Code of Conduct Orientation Information Sheet
- E. Personal Property, Mail, Telephone, Commissary & Temporary Leave Procedures
- F. Initial visitation letter with (4) Application for Visiting Privileges forms.  
**\*ONE FORM PER PERSON PLEASE ! DO NOT CUT FORMS !!**  
**ALL PERSONS AGE 13 & OLDER MUST PROVIDE VALID PHOTO I.D. UPON ARRIVING FOR VISITATION, VISITATION FORMS MUST BE PRE-APPROVED.**
- G. A map to Camp Summit/Public transportation information.
- H. Parent/Legal Guardian Expectation Forms
- I. Immunizations Request
- J. F.E.R.P.A. Letter

Please fill out the Parent/Legal Guardian Expectations form, and the Application for Visiting Privileges forms, and return them in the enclosed envelope.

Please DO NOT submit any of the above paperwork to your son, or to your son's Psychiatric Social Service Specialist, send it directly to Beth Poortenga, Secretary), in the enclosed envelope.

**CHECKLIST OF FORMS TO COMPLETE & RETURNED, A.S.A.P.**

- ☐ Parent/Legal Guardian Expectation Forms
- ☐ Application for Visiting Privilege Forms (up to 4)
- ☐ **DO NOT CUT THE TOPS of the Visitation Forms**



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Mike T. Scott  
Superintendent

This is a Boot Camp Program designed as part of a comprehensive approach to bring about behavioral change. It is highly structured, intensive treatment approach, wherein youths are challenged individually, encouraged and supported by their peers and the staff. Emphasis is placed on group cohesiveness, team building, leadership development and accountability. All efforts are directed toward returning youth to their community, prepared to achieve their potential and behave as responsible members of their community.

The program includes a full day of education, physical fitness, health issues, teambuilding, life skills, limited vocational training, family counseling, group and individual counseling services. Through these programs the youth will develop coping skills to more effectively deal with behavioral problems, substance abuse, and family conflicts.

All of our young men will be expected to successfully complete all requirements of the program prior to assignment to an After-Care program. The program will consist of three phases and each phase will require a degree of achievement before progressing to the next level.

If you have any concerns or questions, please contact your son's counselor \_\_\_\_\_, or the program director Mr. John Harvil.

Rev.9-19-08:bvp

Michael T. Scott, Superintendent



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**INDIANA DEPARTMENT OF CORRECTION  
JUVENILE SERVICES DIVISION**

**JUVENILE CODE OF CONDUCT  
ORIENTATION INFORMATION SHEET**

The Juvenile Services Division has rules and regulations in order to encourage students to respect the rights of others. The Juvenile Code of Conduct establishes rules for students, procedures for staff and consequences that may occur for rule violations, and an appeal procedure. This information is contained in the Juvenile Code of Conduct Operational Procedure 03-02-101. A copy of these procedures are available in each housing unit. The following information explains the basic rules and how they are resolved.

**INFORMAL RESOLUTION**

Minor misbehaviors/violations (using profanity, immature behavior, not completing chores or assignments properly, improper dress, failure to turn in schoolwork, laundry rule violations, etc.) will be dealt with immediately by staff on duty.

**MINOR OFFENSES**

A minor rule violation report may be written for rule violations that constitute more than just a petty misbehavior.

Minor offenses include:

1. Arguing: Involved in a heated discussion; staff is able to neutralize;
2. Borrowing, loaning or trading any property without staff permission;
3. Careless misuse of any property, equipment, tools or machinery;
4. Failure to uphold Unit/Facility guidelines.
5. Horseplay: Occurring in a playful or non-aggressive manner, that could result in property damage or someone getting hurt;
6. Making Insulting, disrespectful or derogatory remarks, gestures or acts to or about any person;
7. Misrepresentation or lying to staff; or,
8. Out of place within the facility or work-study program.

Minor Violation Sanctions Include:

- Verbal warning – discussion with staff;
- Time out ( cooling off period) 15-60 minutes;
- Room restriction (15 minutes to 60 minutes maximum). Student must be visually checked every 15 minutes. You will be asked if you are ready to rejoin the rest of your peers.
- Loss of specified privileges for up to 24 hours;

- Extra work duty, not to exceed four (4) hours for a single rule violation and a maximum four (4) hours extra work in a 24 hour period);
- Requiring a written page report and/or verbal report that relates to the behavior or violation followed by discussion with the staff member imposing the sanction;
- Requiring a written and verbal apology to the person offended, followed by discussion with the offended person;
- A written contract for specified behavior change;
- Student discussion with staff and peers; and/or
- Restitution

## **MAJOR OFFENSES**

A Juvenile Conduct Report may be written for serious violations of facility rules/regulations.

### **Class A:**

**Battery:** Unlawful touching of another with intent to cause injury or knowingly or intentionally in a rude, insolent or angry manner, or placing blood or other bodily fluids or waste on another person (See attached BATTERY LAW) (Includes student to student and student to staff);

**Criminal Act:** Violations of any state or federal law;

**Escape:** Planning, attempting, or succeeding in leaving custody supervision without permission or failure to return from Temporary Leave; (See attached ESCAPE NOTIFICATION LAW);

**Fighting/where injury occurs and/or weapon is used:** Any physical conflict between two or more individuals; and

**Overt sexual behavior;** Engaging in sexual acts with others; making sexual proposals to others with specific intent to commit said act; or indecent exposure;

### **Class B:**

**Contraband/Prohibited Property:** Possession and/or use of any unauthorized object/substance or misuse or abuse of authorized objects with the intent to hurt others or self;

**Destruction of Property:** Willful or malicious destruction of or damaging or altering State property or the property of others;

**Fighting/where no injury occurs and now weapon is used:** Any physical conflict between two or more individuals;

Theft: Possessing or taking of property belonging to others without the owner's knowledge; and

Threatening/Intimidating: Committing and act (verbal or non-verbal) which threatens or causes physical injury to another person.

**Class C:**

Contraband/Prohibited Property: Possession and/or use of any unauthorized object/substance or misuse of abused of authorized objects;

False Reporting: Giving false/inaccurate information, which could be damaging to others or create a major disruption of the operation of the facility;

Refusal to Comply with Staff Order: Any serious, intentional action that disrupts the tranquility of the whole area after staff has attempted to neutralize through verbal interchange or minor sanction;

Major sanctions include;

**Class A:**

Loss or limitation of privileges-specifically. Two (2) weeks minimum/four (4) weeks maximum;

Segregation – Two (2) days minimum/five (5) days maximum (not to exceed 10 days for multiple rule violations;

Change in assignment or status;

Extra work duty-specifically. Not to exceed four (4) hours for a single rule violation and a maximum of four (4) hours extra work duty in a 24 hour period: and/or

Restitution.

**Class B:**

Loss or limitation of privileges-specifically. One (1) week minimum/three (3) weeks maximum;

Segregation-One (1) day minimum/three (3) days maximum (not to exceed five (5) days for multiple rule violations;

Change in assignment or status;

Extra work duty-specifically. Not to exceed four (4) hours for a single rule violation and a maximum of four (4) hours extra work duty in a 24 hour period; and /or

Restitution.

**Class C**

Loss or limitation of privileges-specifically. One (1) day minimum/five (5) days maximum;

Segregation-None;

Change in assignment or status;

Extra work duty-specifically. Not to exceed four (4) hours for a single rule violation and a maximum of four (4) hours extra work duty in a 24 hour period; and/or

Restitution.

12-29-06:bvp



### IC 35-44-3-9

#### Trafficking with an inmate or child

Sec. 9. (a) As used in this section, "juvenile facility" means the following:

(1) A secure facility (as defined in IC 31-9-2-114) in which a child is detained under IC 31 or used for a child awaiting adjudication or adjudicated under IC 31 as a child in need of services or a delinquent child.

(2) A shelter care facility (as defined in IC 31-9-2-117) in which a child is detained under IC 31 or used for a child awaiting adjudication or adjudicated under IC 31 as a child in need of services or a delinquent child.

(b) Except as provided in subsection (d), a person who, without the prior authorization of the person in charge of a penal facility or juvenile facility knowingly or intentionally:

(1) delivers, or carries into the penal facility or juvenile facility with intent to deliver, an article to an inmate or child of the facility;

(2) carries, or receives with intent to carry out of the penal facility or juvenile facility, an article from an inmate or child of the facility; or

(3) delivers, or carries to a worksite with the intent to deliver, alcoholic beverages to an inmate or child of a jail work crew or community work crew;

commits trafficking with an inmate, a Class A misdemeanor.

(c) If the person who committed the offense under subsection (b) is an employee of:

(1) the department of correction; or

(2) a penal facility;

and the article is a cigarette or tobacco product (as defined in IC 6-7-2-5), the court shall impose a mandatory five thousand dollar (\$5,000) fine under IC 35-50-3-2, in addition to any term of imprisonment imposed under IC 35-50-3-2.

(d) The offense under subsection (b) is a Class C felony if the article is:

(1) a controlled substance; or

(2) a deadly weapon.

*As added by Acts 1976, P.L.148, SEC.4. Amended by Acts 1977, P.L.340, SEC.67; Acts 1981, P.L.300, SEC.2; P.L.223-1996, SEC.1; P.L.183-1999, SEC.2; P.L.243-1999, SEC.2; P.L.30-2004, SEC.1.*

### IC 35-44-3-5

#### Escape; failure to return to lawful detention following temporary leave

Sec. 5. (a) A person, except as provided in subsection (b), who intentionally flees from lawful detention commits escape, a Class C felony. However, the offense is a Class B felony if, while committing it, the person draws or uses a deadly weapon or inflicts bodily injury on another person.

(b) A person who knowingly or intentionally violates a home detention order or intentionally removes an electronic monitoring device commits escape, a Class D felony.

(c) A person who knowingly or intentionally fails to return to lawful detention following temporary leave granted for a specified purpose or limited period commits failure to return to lawful detention, a Class D felony. However, the offense is a Class C felony if, while committing it, the person draws or

uses a deadly weapon or inflicts bodily injury on another person.

*As added by Acts 1976, P.L.148, SEC.4. Amended by Acts 1977, P.L.340, SEC.63; P.L.207-1986, SEC.1; P.L.17-1998, SEC.2; P.L.137-2001, SEC.11.*

### CAMP SUMMIT OFFENDER TELEPHONE SYSTEM

Dear Parent/Guardian:

Your son must submit a request for immediate family members only, (ie; mother, father, guardian, brother, sister, grandparents) to be added to his pre-approved telephone calling list. Aunts, uncles, cousins, friends etc., are not allowed on an inmates calling list. Telephone numbers to appear on his offender telephone list will be given upon arrival at Logansport Juvenile Intake & Diagnostic Facility. Additions changes, corrections, deletions will only be allowed by written request and verified unless a parent/guardian moves or changes their telephone number, and advises your sons counselor. Your son will choose a four (4) digit pin # to use along with his DOC # to be used for making all calls. Calls can be made in English or Spanish and will only be collect.

Your son will only be able to call these pre-approved telephone numbers once a week. He can call "cell" phone numbers, but a pre-paid account will need to be set up by calling 800-844-6591. If you have an out-of-state, outside of Indiana telephone number he may not be able to call collect due to 3<sup>rd</sup>. party billing, you may need to set up a pre-paid account for out-of-state calls. If there are any issues with your son calling you collect, call 888-241-1290 Correctional Billing Services, DO NOT call your "local" telephone company, they do not do the billing. You must have a "land line" in order for your son to be able to go on Temporary Leaves once he reaches the "transition phase" of the program, for curfew calls.

Telephones calling hours are from 6:00 pm. To 8:00 p.m. Monday – Friday and 8:00 am to 8:00 pm on Saturday's and Sunday's. Students will have the opportunity to sign up for a specific call time on Saturday morning from 6:00 a.m. to 8:00 a.m. Telephone calls cannot exceed a ten (10) minute limit for Cadets and a (15) minute limit for Seniors.

Students on LOP "Loss of Privilege's" are not allowed any telephone calls, during their length of time for loss of privileges. New intakes "recruit's" will be allowed a 2 minute phone call on the first Friday evening of their arrival here, on the offender telephones and the call will be collect, if there is a collect call block, a supervisor will allow the student a 2 minute phone call at state expense. A (5) five minute phone call with our intake counselor Mr. John Harvil be given sometime during their 2<sup>nd</sup>. week here, at state expense. Beginning their 3<sup>rd</sup>. week they will be on the regular 1 call/week schedule above.

If you have a "collect call block" or an out of state telephone number, please read the enclosed information from AT&T Offender Calling Services with a toll free number to contact "Budget Connections" about billing issues and blocked calls, to see if you can have the "collect call block" lifted from your phone, or you may be able to set up a pre-paid account in which your son will ONLY be able to call the telephone number listed with this pre-paid account, this phone number must be pre-approved and on his telephone calling list "PRIOR" to setting up a pre-paid account. If your son has problems calling, he has been advised to complete an offender, telephone problem form and turn it in to me for clarification.

Please see additional information on how to "Avoid Disconnection" while speaking to your son on an offender telephone.

You may not use a service called [www.conscallhome.com](http://www.conscallhome.com) as they are NOT compatible with our Correctional Billing Services, as well they use a call forwarding system, which is also not allowed.

Effective March 9, 2006 there will be a new OFFENDER TELEPHONE HOTLINE system installed on all offender telephones at all Juvenile Correctional facilities. Offender will be able to dial #22 (when offender telephones are on) Monday – Friday from 6:00 p.m. to 8:00 p.m. and on Saturday and Sunday's from 8:00 a.m. – 8:00 p.m. Offenders must sign-up at the Command Post to use the offender telephones

If you have any further questions, please contact me.

Beth V. Poortenga, Custody & Programs Secretary  
Camp Summit Boot Camp  
219-326-1888 ext. #229

rev: 3-10-09:bvp

**CAMP SUMMIT BOOT CAMP**  
**PERSONAL PROPERTY, COMMISSARY & STUDENT MAIL PROCEDURES**

**Personal Property Guidelines**

Students may retain a Bible, letters, pictures (NO POLAROIDs), and prescription eyeglasses. Other necessities are provided by the facility. Students are not allowed to receive material of any kind printed from the internet, stamps, pre-stamped envelopes, stickers or any type of "musical" cards.

**Commissary**

There is **NO** commissary at Camp Summit, all food, hygiene & clothing items will be provided by the facility.

**Mail Procedures**

Camp Summit Students will be allowed to mail (2) two letters per week at State expense (3) three per week (at state expense), if they have a "collect call block". Students will receive paper & envelopes on Sunday evenings.

Students may send and receive an unlimited amount of mail in any language. However any amount over the 2 or 3 letters at state expense will be the responsibility of the offender. Monthly their trust fund account will be charged .43 for the cost of a 1<sup>st</sup>. class stamp and for the cost of the envelope and additional paper. Effective May 11, 2009 the charge will be increased to .45. You may send your son money in the form of a "**money order**" ONLY addressed to his name and his DOC # to:

Name/DOC #  
Camp Summit Boot Camp  
2407 N. 500 W.  
LaPorte, IN 46350-9765

Outgoing mail is dispatched daily Monday – Friday exception of Holidays. Incoming mail is received Monday through Saturday (excluding holidays). Mail call will normally be held after the evening meal. ALL offender mail being sent from the facility will be scanned by staff and initialed, as well as stamped with the DOC return address stamp, listing the offenders name & DOC #.

## TEMPORARY LEAVE PROCEDURES

Camp Summit Students will be eligible for Temporary Leaves upon promotion to Transition Level I, (Senior Phase). Parents/guardians must have returned their Parent/Guardian Expectation form and the Placement Confirmation /Home Evaluation must have been completed and approved, by the field agent prior to the student being allowed a temporary leave. Student's behavior and program participation must be deserving of a temporary leave. Students must also be in good standing in the program, and not have a major conduct violation the week prior to the temporary leave.

The student's parent/guardian shall meet with the student's counselor prior to the student being allowed temporary leaves. There must be a telephone (land line) in the home/placement where the student will be going for temporary leave, the phone must not be equipped with call forwarding, three way calling and call waiting, and must not be a "cellular" phone.

Students must submit their request for a temporary leave to their counselor or the shift supervisor, Thursday's by 12:00 p.m. of the week before they are requesting a temporary leave. If an student does not go on his T.L. any particular weekend, that **same** (approved) T.L. will be used the following weekend. Parents should contact the facility on Friday's prior to picking up their son, to make sure their son is still eligible for his T.L. that weekend, and to make sure he has not received any disciplinary actions. With approval from the Superintendent, an alternate person may be approved to pick up the student. The person must be over the age of 18 (eighteen) years of age, and have a valid driver's license. The parent must give written authorization by completing and returning the Authorization to Transport Form for the superintendent's signature.

The student's first T/L will be for twenty-four hours (24) and subsequent passes forty-eight (48) hours.

### **There will no temporary leaves granted the weekend prior to a student's final release.**

Students ideally will be able to go on at least two (2) temporary leaves prior to final release. Curfew checks will be done between 2200hrs (10:00 p.m.) and 1700hrs (5:00 a.m.) by telephone or visit, while an student is on a temporary leave. If an student fails to answer one (1) of the curfew checks, the student will automatically receive a JCR (out of place) conduct report.

Any student receiving medication will be give a sufficient amount for his temporary leave and is expected to continue taking it as prescribed. Students returning from a temporary leave will be strip-searched, and the T/L sponsor must remain at the facility until it has been completed. Students will also be subjected to a urinalysis/drug screening upon returning to the facility from a temporary leave. Students must return to the facility in the same clothing they left with.

We have established normal pick up times for our student population.

12 hr. leaves. Saturday or Sunday 0800-2000

24 hr. leaves. Saturday to Sunday 1700-1700 the following day

48 hr. leaves. Saturday 1700 to 1700 Monday

These hours should be our established norm any exception from this should be requested in writing to the facility head.

During Growth Level IV students will be required to finalize their house hold rules and these expectations will be reviewed with the counselor and guardian prior to departing for temporary leave.

Students are required to complete the following on their **FIRST** 24 hour pass:

- \*Attend 1 AA/NA meeting and obtain a sponsor
- \*Obtain and submit a minimum of 2 job applications (if age appropriate)
- \*Complete a family meal with guardian feedback

Students are required to complete the following on their **FIRST** 48 hour pass:

- \*4 hours community service
- \*Attend 1 AA/NA meeting
- \*Follow up phone calls inquiring employment with parental documentation.
- \*Register in educational programming. Provide a copy of registration to your respective counselor.

Students are required to complete the following on their **SECOND** 48 hour pass:

- \*4 hours community service
- \*Attend 1 AA/NA meeting
- \*Obtain verification of educational status
- \*Obtain verification of employment
- \*All supportive documents you will forward to your respective counselor.

Any exceptions must be made by request of the student's counselor and approved by the Superintendent or designee.

**INDIANA DEPARTMENT OF CORRECTION  
JUVENILE SERVICES DIVISION**

**PARENT/LEGAL GUARDIAN EXPECTATIONS**

Parent/Legal Guardian Name: \_\_\_\_\_

Student Name: \_\_\_\_\_ DOC#: \_\_\_\_\_

As a parent/legal guardian of a student at this facility, your interest and involvement in his/her program is very valuable. The following information explains what will be expected of you while your child resides at this facility. Your initials in the spaces provided below indicate your understanding of each provision.

**Communication**

\_\_\_\_\_ You are expected to keep your child's primary service provider and field agent updated about any changes in the home (ex: change of address, marriage, divorce, arrests, change of employment, change in residents living in the home, etc.).

\_\_\_\_\_ You are expected to maintain contact with your child while he/she is residing at this facility (phone calls, visits, mail).

\_\_\_\_\_ You are expected to communicate openly and honestly with the staff of this facility, the field agents, and community service providers regarding any issues related to your child.

\_\_\_\_\_ You should expect notification from the facility if there are any significant changes in your child's program such as transfer to another facility, medical emergency, etc.

\_\_\_\_\_ You are expected to assist the field agent in completing the Family Questionnaire.

**Visitation**

\_\_\_\_\_ You are expected to know and follow all rules of visitation.

\_\_\_\_\_ You are encouraged to visit on a regular basis.

\_\_\_\_\_ You are expected to arrive on time for visitation

\_\_\_\_\_ You are expected to have all visitors complete a visitation application and return the completed applications to the facility

\_\_\_\_\_ You are expected to be aware of the trafficking laws which apply to this facility and you are expected to follow those laws.

### **Treatment**

\_\_\_\_\_ You are invited and encouraged to attend designated treatment team meetings related to your child.

\_\_\_\_\_ You are expected to attend and participate in counseling, if recommended by the treatment team or field agent.

\_\_\_\_\_ You are expected to positively support and encourage your child in completing his/her treatment program.

\_\_\_\_\_ You are expected to be aware of the components of the Case Management System and the requirements that will be placed on your child to earn release.

\_\_\_\_\_ You are expected to understand that your child's length of stay is indeterminate and that he/she will be released only when he/she has met the requirements of the IGP/ITP, (if applicable).

### **Temporary Leaves (if applicable)**

\_\_\_\_\_ You are expected to know and follow the rules of temporary leaves.

\_\_\_\_\_ You are expected to ensure that your child follows the temporary leave rules.

\_\_\_\_\_ You are expected to assist your child in completing his/her goals for the temporary leave.

\_\_\_\_\_ You are expected to assist your child in preparing for his/her release.

\_\_\_\_\_ You are expected to be on time when picking up and returning your child for the temporary leave.

\_\_\_\_\_ You are expected to ensure that there is no criminal activity or illegal substance use in the home while your child is on temporary leave.

\_\_\_\_\_ You are expected to be aware that even while your child is on a temporary leave, he/she is still a ward of the state and will be held accountable for his/her actions while on temporary leave.



## Release

- \_\_\_\_\_ You are expected to ensure that your child follows the rules of his/her release and report any rule violations.
- \_\_\_\_\_ You are expected to ensure that your child actively participates in any programs he/she is assigned to as a part of release.
- \_\_\_\_\_ You are expected to participate in any release programs as recommended by the primary service provider, field agent or community service provider.
- \_\_\_\_\_ You are expected to positively support your child in his/her achievement of release expectations.
- \_\_\_\_\_ You are expected to ensure that there is no criminal activity or illegal substance use in the home once your child has been released.

By initialing by each of your expectations, you are indicating your understanding of that expectation. You agree to abide by these expectations and understand that by not cooperating you could jeopardize the placement of your child in your home.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



# APPLICATION FOR VISITING PRIVILEGES

State Form 14387(R3 / 8-91)

Indiana Department of Correction

INSTRUCTIONS: 1. Please Print 2. Please answer every question 3. Please Sign 4. Please DO NOT detach lower section  
5. Return form directly to: **Camp Summit**  
2407 N. 500 W.  
LaPorte, IN 46350

<b>OFFENDER INFORMATION</b>	Name of offender		DOC number	
	Name of applicant		Phone Number	Date of birth
<b>APPLICANT INFORMATION</b>	Age		Sex <input type="checkbox"/> Male	<input type="checkbox"/> Female
	Address (number and street, city, state, ZIP code)		Relationship to offender	
Are you on parole or probation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are/were you an employee of the Indiana Department of Correction? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please list any arrests or convictions for other than minor traffic violations. If a conviction, list date of release from incarceration, parole or probation.				
Signature of applicant			Name of spouse	
Signature of Guardian (if applicant is under 18)			<b>FOR OFFICE USE ONLY</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Signature of approval

## GUIDELINES FOR VISITORS

- VISITATION:** Students may receive one (1) visit per week on one the designated visiting days.  
The visiting days and times are as follows: Saturday's & Sundays 1:00 – 4:00 pm CST

- Only students in the Senior & Cadet phases of the program may receive visits.
- Only persons on the Approved Visitor List may visit during scheduled visitation days. The legal guardian of the offender must approve all person on the visitor list. Requests for additions or deletions to the visitor list must be submitted to the student's counselor. The program director has the final approval of all persons on the visiting list. Appeals of the counselors or program directors decision must be made using the Offender Grievance Program. Only immediate family members, or approved visitors may visit.
- Ex-offenders shall not be permitted to visit offenders in department facilities without prior written approval being granted by the facility head. Permission for visits by ex-offenders may be considered after the ex-offender has been discharged or released from parole or probation supervision for a period of (1) one year.
- Persons on probation or parole must have prior, written authorization to visit from both their probation or parole officer AND from the superintendent of this facility before being included on the Approved Visitor List or being allowed to visit.
- Current and or former employees of the Indiana Department of Correction must have written approval from the Commissioner of the Department prior to visiting any offender within the Department.
- A maximum of (4) four visitors will be allowed at one time.
- All visitors shall sign in on the Visitor Log book at his start of each visit. All visitors shall sign out at the end of each visit.
- All visitors enter the facility and the visiting area at their own risk. THE DEPARTMENT OF CORRECTION WILL NOT ASSUME RESPONSIBILITY FOR ANY INJURIES OR DAMAGE TO PROPERTY.
- All visitors, including their person, personal property, and vehicles while on Department property are subject to "pat" or "frisk" searches at any time. Any visitor who refuses to undergo a search, if requested, will not be permitted to visit.
- All visitors will be asked, Do you have in your possession any firearms, weapons, knives, ammunition, narcotics, medication, controlled substances, alcoholic beverages, marijuana, cameras, audio recording equipment, cell phone, or electronic devices? All of the above items are prohibited from entering the facility prior to visitation.
- All visitors who are 16 years old or older shall provide positive, picture identification. Visitors under 18 years of age shall be accompanied by their parent or guardian. If a visitor under 18 years of age cannot be accompanied by their parent or guardian, thy may be accompanied by the parent or guardian of the student, but their own parent or guardian must first sign and have notarized a State For 48965 AUTHORIZATION FOR MINOR CHILD TO VISIT. In addition, the child may be required to provide positive identification. Parents are responsible for supervising and controlling their young children.
- Visitors are allowed to bring identification and car keys into the facility. All other items must remain in the visitor's vehicle.
- The possession of any tobacco, or smoking items, including, lighters or matches are prohibited items inside of the facility building. all tobacco related products must be left in the visitor's vehicle.
- All visitors must be dressed in clothing that reflects the high standards of this facility, ie; no logos depicting any alcoholic beverages, tobacco products, drug related paraphernalia, or sexual content can worn during a visit. Visitors must wear undergarments, shirts or tops, pants and shoes at all times. Skirts, dresses, and shorts are not allowed to be worn to a visit. Physical contact between a student and any visitor shall be limited to holding hands, except at the beginning and end of the visit. Students may embrace their parents, guardians, siblings, and other relatives at these times. No undue or distracting physical contact will be allowed.
- Visitors will NOT be allowed to enter the residential unit any time. Visitors must remain in the areas of the building designated as visiting areas at all times.



Mitchell E. Daniels, Jr.  
Governor

Edwin G. Buss  
Commissioner

**CAMP SUMMIT BOOT CAMP**  
2407 North 500 West • LaPorte, IN 46350  
Phone: (219) 326-1188 • Fax: (219) 326-9218

Mike T. Scott  
Superintendent

Dear Parents,

The second Saturday and Sunday following your son's Tuesday arrival will be your son's first visitation days allowed at Camp Summit. Visitation hours are 1:00 p.m. to 4:00 p.m. (CST) on Saturday and Sunday after your sons initial visitation weekend, and on treatment team day (you received a letter with this specific date & time in this packet). Family/visitors are only allowed to visit one time per week, either on Saturday or Sunday (visitation during treatment team day is allowed in addition to the regular visitation schedule).

A limit of four (4) visitors per student will be the norm, however, exceptions may be granted with **prior** approval from the Superintendent. **All visitors over the age of thirteen (13) must have an approved visitation form and a valid PHOTO I.D.; it may be issued from a school, local police department or a State I.D.**

### **VISITATION RULES**

Visitation of students at Camp Summit is highly encouraged. Visitation Rules are as follows:

1. Recruits will be allowed visitors the second weekend they are a Recruit, (Visitation forms must be received at the facility and approved, prior to any visits). Cadets & Seniors are allowed visits any weekend (as stated above) as long as visitation requests have been approved.
2. Visits will take place on Camp Summit grounds only. No off-grounds visits will be allowed.
3. Visitation forms must be approved in advance.
4. Only immediate family members may visit. Family members residing in the student's household may be considered. All visitors must be on the pre-approved visitor list.
5. Visitors are not allowed to bring any items to the student while here. exception: With permission of Superintendent, your family may bring prescription eyeglasses and new tennis shoes if applicable (a request must be submitted to the Superintendent prior to bringing these items).



#### **STATE OF INDIANA**

Department of Correction • Indiana Government Center - South, Room E334 • 302 W. Washington Street • Indianapolis, Indiana 46204-2738  
Phone: (317) 232-5711 • Fax: (317) 232-6798 • Website: [www.in.gov/indocorrection/](http://www.in.gov/indocorrection/)

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6. Embraces, kisses, or any physical contact between the student and immediate family kept to a respectable minimum during the course of the visit are allowed. Other visitors are allowed a brief and tasteful initial greeting and same upon departing.
7. Students are to keep their hands above the table in the visitation room and in view of the monitor at all times. If this becomes a problem the monitor will tactfully insist the student keep their hands placed on the table.
8. Students must remain in the visitation room unless an escort can be arranged. Visitors may leave briefly for reasonable cause.
9. Students will be strip searched upon completion of a visit.
10. Complete the visitation forms completely, and **DO NOT CUT OFF THE TOP!** If they are not filled out completely, they will be returned to you for completion and this will delay your visitation being approved.

*IF YOU ARE NEVER ABLE TO VISIT DURING THE SATURDAY & SUNDAY AFTERNOONS HOURS, AND YOU ARE UNABLE TO PARTICIPATE IN YOUR SON'S TREATMENT TEAM MEETINGS SCHEDULED ON WEDNESDAY'S, YOU MAY MAKE YOUR SITUATION KNOWN TO YOUR SON'S COUNSELOR. WE WILL DISCUSS WITH YOU A POSSIBLE ALTERNATE VISITATION TIME, ONCE YOU'VE FULLY EXPLAINED WHY, IN FACT THE REGULAR VISITATION TIMES ARE IMPOSSIBLE FOR YOU TO MAKE.*

We hope you will support your son throughout this Boot Camp experience, beginning with this very important visitation.

If you have any questions regarding this visitation, please call Beth Poortenga @ (219) 326-1188 ext. #229. We look forward to meeting and working with you.

Michael T. Scott, Superintendent

MTS:me

Rev 4-16-08



Mitchell E. Daniels, Jr.  
Governor

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Commissioner

**CAMP SUMMIT BOOT CAMP**  
2407 North 500 West • LaPorte, IN 46350  
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Mike T. Scott  
Superintendent

TO: Parents/Guardians

FROM: Nurse Supervisor

Subject: Immunizations

We are required to have a copy of your son's school immunization (shots) records for our files. Sometimes this information is not made available in their DOC packet. We will try to retrieve this information from your son's school, but it is not always received.

It is the parent/guardian's responsibility to see that we receive this information within 20 days of your sons arrival at our facility.

Please forward at your earliest convenience your sons shot records, if they are not received, your son will be required to received ten (10) shots all over again, that he should have received prior to enrolling in school.

Please mail or fax a copy of this information to the following address:

Nurse Metzger  
Camp Summit  
2407 N. 500 W.  
La Porte, IN 46350-9765  
Ph: 219-326-1188 Ext. #223  
Fax: 219-326-9218

Any questions, please contact or Nurse Metzger

9-19-08:bvp



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Mike T. Scott  
Superintendent

Dear Parent/Guardian or Eligible Student:

The enclosed copy of the Federal "Family Educational Rights and Privacy Act of 1974" (FERPA) is for your information. It explains the implementing regulations for parents/guardians and students under 18 years of age and students over 18 years of age ("eligible students") and that they are entitled to certain rights with respect to a student's education records.

Sincerely,

Kelly Pulliam,  
Education Supervisor



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The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920